



DEPARTMENT OF THE AIR FORCE

517TH TRAINING GROUP

PRESIDIO OF MONTEREY, CA 93944

13 Jan 2015

MEMORANDUM FOR 517 TRG

FROM: 517 TRG/CC

SUBJECT: Military Training Emphasis Letter

1. Appropriate tools to motivate and guide the behavior of NPS Airmen are based on each individual situation. The examples provided below are not all inclusive nor are they mandated. The intention is to assist in explaining what is acceptable.

Note: Maltreatment, mal-training, or hazing is not tolerated. If there is any doubt, contact your Commander and/or the legal office before proceeding.

- a. Consider Airmen picnics, pizza parties, gaming tournaments, etc.
- b. Interact with your Airmen on a daily basis, outside of your office; in the dorms, at sporting events, on the Route of March (ROM) and at support facilities.
- c. Participate in volunteer activities with your Airmen.
- d. Identify individual strengths and weaknesses and encourage Wingman support/intervention, as needed.

2. Alcoholic beverages are prohibited in the dormitory and all other areas on the Presidio of Monterey at all times with the exception of the Hilltop PX patio and the Hobson Student Activity Center during hours of operation.
 - a. ITP Airmen will not consume or purchase alcohol IAW AETCI 36-2216 para 8.2.
 - b. ATP Airmen will not consume alcohol 12 hours prior to duty IAW AETCI 36-2216 para 9.3.
 - c. TPG Airmen will not consume alcohol 8 hours prior to duty.
 - d. Airmen who choose to drink alcohol will do so responsibly and not bring discredit to the Air Force, in or out of uniform IAW AETCI 36-2216 para. 9.4.2.
3. Military training area is defined as any Air Force specific designated areas to include dormitories, Taylor Hall (CSS/Finance), Rasmussen Hall (Building 614), and squadron hallways. Military customs and courtesies apply in the schoolhouses and all other areas.

4. The following guidelines for Remedial Military Training Day (RMTD) will be followed:
 - a. Uniform inspection in Airman Battle Uniform (30 minutes)
 - b. Room/open wall-locker inspection (90 minutes)
 - c. Breakfast (90 minutes)
 - d. Uniform inspection in service dress uniform (30 minutes)
 - e. Drill (45 minutes)
 - f. Physical training (PT). Conduct indoors during inclement weather and coordinate with fitness facility (90 minutes)
 - g. Lunch (90 minutes)
 - h. Details (90 minutes)
 - i. Return to basics and individual development discussion and counseling (90 minutes)
 - j. Total time for RMT will not exceed 10-12 duty hours.
 - k. Although you may alter the schedule, the following is mandatory:
 - (1) Day must start with an initial briefing of what is to be expected for the day.
 - (2) RMT day must conclude in service dress uniform.
 - (3) Three demerits constitute a failure on any inspection.
 - (4) Must use accountability/tracking system during PT to monitor all individuals.
 - (5) Airmen must march to and from all activities and sidestep through the dining hall servicing lines.
5. MTLs will ensure a serviceable AED and first aid kit are available at every PT session. Radios, cell phones, or other devices will be used to respond to emergencies. The MTL in charge will ensure emergency numbers are available and appropriate chain of command notifications are made in a timely manner. An MTL will be present for the entire PT session. At least one additional PTL is required if there are more than 100 Airmen participating in the aerobic run. These personnel may be MTLs, Airmen, or other certified personnel.

6. When in uniform, including non-reflective PT uniforms, on or off duty, all NPS Airmen will wear reflective belts around their waist during the hours of darkness or poor visibility. Hours of darkness are defined as at least one half-hour after sunrise and anytime automatic streetlights are on. Limited visibility is defined as any period in which automobiles are using windshield wipers or headlights to increase visibility. In addition to the required reflective belt worn around their waist, Airmen may wear an additional reflective belt around their backpacks. This requirement also applies to Transition Program Graduates.
7. Airmen who reside off base and operate a PMV/POV must park their vehicles in the parking areas below the Tin Barn or the Hilltop PX parking lots and walk/utilize the bus system throughout the duty day. They are not authorized to operate their PMV/POV until after the duty day. If there are special circumstances such as off post appointments during the duty day and/or medical conditions that limit walking, Airmen must get prior authorization from an MTL/squadron leadership in order to operate a PMV/POV during the duty day.
8. All personnel who are assigned to the PoM will attend the Joint Service In-processing Briefing (JSIB) in addition to specific Service briefings and in-processing appointments.
9. Airmen may use the Presidio of Monterey (PoM) bus system during the duty day. When they are not using the bus, ITP Airmen will march at ease, in Small Marching Units (SMUs) during duty hours while in uniform but are exempt from marching after duty hours. ITP Airmen performing details are not required to march. ATP and TPG Airmen are exempt from marching.
10. TRS commanders are authorized to remove their assigned Airmen from the Transition Program.
11. The removal of Airmen from the Transition Program will be referred to as Transition Program Graduation. Transition Program Graduates (TPG) Airmen:
 - a. Minimum eligibility requirements include:
 - (1) Must be passing academically (minimum 2.5 GPA)
 - (2) Meet minimum PT standards on monthly appraisals and FACs
 - (3) Must have completed a minimum of 150 consecutive days in ATP
 - (4) Must complete the assigned squadron's Capstone Program. These programs will include Air Force Core Values, resiliency, and self-reflection topics. Each Airman will submit a minimum 500 word essay at completion of the program.
 - (5) Must have demonstrated the knowledge, proficiency, and conduct equal to that of a permanent party Airmen. This will be determined by squadron

leadership with the input of the Military Training Leaders, Military Language Instructors, and Academic Training Advisors.

- b. Must attend squadron PT 3 times a week unless placed on self-paced PT by their Military Training Flight. TPG Airmen must maintain an 85% or higher on their monthly appraisals in order to remain on self-paced PT. If the monthly PT appraisal score falls below 85%, Airmen will be required to attend squadron PT sessions 5 times per week for 30 days. After 30 days, they may be re-evaluated for self-paced PT if they achieve an 85% on monthly appraisals.
- c. Must comply with all dormitory policies, (i.e. no alcohol in the dormitories).
- d. Must attend all squadron formation, as determined by Sq CC.
- e. May be afforded a single room, if space is available.
- f. Are authorized to utilize their PMV/POV during lunch and leave the post for lunch during the academic duty day.
- g. Are authorized to carry cell phones during the duty day while in uniform. Compliance with assigned schoolhouse policies is mandatory. Violations may result in loss of this privilege.
 - a. Have no curfew restriction during the duty week or weekend. **Note:** Must ensure they have signed out at CQ.

12. IAW AETCI 36-2216, para. 7.22., TRS commanders are authorized to approve one-time leave requests of NPS Airmen in rare circumstances. When leave is authorized, Airmen will receive a predeparture safety briefing from their MTL which will be documented on AETC IMT 29B, *Predeparture Safety Briefing*. Airmen will also provide all travel/lodging plans to their MTL/commander for review/approval.

13. IAW 2AF/CC Non-Prior Service (NPS) Airmen Visitation Policy memorandum and AETCI 36-2216, para. 7.7.1, NPS Airmen are required to complete a NPS Airman Visitation Request form requesting authorization to visit on-or-off base/post lodging, housing, or apartments. Requests will be approved and/or denied by the assistant military training flight chief or higher and initialed by the first sergeant prior to the member's departure to the location.

14. This paragraph establishes travel restrictions for NPS Airmen. Any travel over 125 miles from the Presidio of Monterey or overnight stays, weather in or out of the local area, require an AETC IMT 29B to be completed by the Airman and verified/approved by an MTL prior to departure. Computer generated maps (MapBlast, Yahoo maps, etc.) will be printed and attached to the 29B. Any travel plans deemed unsafe will be disapproved. Local area is defined as travel/locations within 125 miles of the Presidio of Monterey. Any time Airman

depart the local area, they must sign out and back in on a locally developed system at CQ. This applies to ITP, ATP, and TPG Airmen.

15. Students Not In Training Status (SNITS) will be tracked by the respective TRS.

16. This letter supersedes all previous letters, same subject.

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Commander